

The Idaho House of Representatives is now accepting applications for the position of Chief Clerk. This position is exempt from state classified service and the regulations of the Idaho Personnel Commission. This position has variable hours. Start date will be approximately August 15, 2022.

DESCRIPTION: Under the direction of the Speaker of the House, the Chief Clerk performs all duties that pertain to the proceedings of the House and acts as custodian of all House records.

RESPONSIBILITIES:

- Advise the Speaker and House members on points of order dealing with State Constitution, House Rules and parliamentary procedures
- Prepare daily agenda of House business and guide bills through the legislative process
- Prepare and publish the daily House Second, Third and General Orders calendars
- Process the introduction and printing of all legislation
- Report all messages and read all bill introductions during daily floor sessions
- Oversee preparation of daily journals and publish final journal and indexes (official record of the House of Representatives)
- Produce and maintain House seniority lists, sponsor lists, standing committee appointments and other historical records of the House of Representatives
- Coordinate with Legislative Services staff to identify new or improved technology solutions for legislative record-keeping
- Assist with training of new legislators and new committee chairmen
- Train and supervise assistant chief clerk and journal clerk

QUALIFICATIONS:

- Minimum of high school diploma and three years' experience in an office setting
- Proficiency with advanced office operations and procedures
- Proficiency in Word, Excel and PowerPoint software or their equivalent
- Ability to work under extreme pressure and effectively interact with legislators, public officials, and the general public

ADDITIONAL ABILITIES:

- Ability to learn and effectively use Idaho's proprietary GEMS software
- Background in state government helpful
- Knowledge of Mason's Manual helpful
- Experience with state legislature desirable

COMPENSATION: Wages dependent upon experience and skills specific to this position

APPLICATION PROCESS: Please send a letter of interest, a complete resume, and a list of three references to:

e-mail: hspksec@house.idaho.gov
Mail: Office of the Speaker
Idaho House of Representatives
PO Box 83720
Boise, ID 83720-0038

CLOSING DATE: All application materials must be received no later than June 30, 2022